

U.S. VIRGIN ISLANDS DEPARTMENT OF HUMAN SERVICES
MEALS ON WHEELS PROGRAM – ST. CROIX
SCOPE OF SERVICES

INTRODUCTION

The Department of Human Services operates the Nutrition Program for the Elderly aka Meals on Wheels Program - a national program that provides nutritious meals to clients aged 60 years and older who have health conditions that keep them primarily homebound or at authorized congregate sites. The successful bidder will be responsible for preparing the meals which Department of Human Services staff will pick up daily, according to the schedule being utilized and deliver to clients participating in the program. This intent of this solicitation is to issue two (2) contracts to serve the St. Croix District.

All information listed below is for the provision of meal services to participating DHS clients on the island of St. Croix which constitutes hot and frozen meals as determined according to the following standard schedule (*please note that the schedule is subject to change*):

- Monday* - 225-250 hot meals
- Tuesday – 225-250 hot meals
- Wednesday* – 225-250 hot meals
- Thursday – 225-250 hot meals/25 frozen
- Friday – 225-250 hot meals / 25 frozen meals
- Saturday and Sunday – 75-100 hot meals

***NOTE:** **DUE TO THE COVID-19 PANDEMIC** the above schedule has been amended and the following schedule is being utilized relative to these services:

- Monday* - 450-500 hot meals
- Wednesday* – 450-500 hot meals / 25 frozen meals
- Friday – 225-250 hot meals / 25 frozen meals
- Saturday and Sunday – 75-100 hot meals

Monday and Wednesday meals cover 2 days: Monday covers Monday and Tuesday; Wednesday covers Wednesday and Thursday. Therefore, half of the meals that are prepared on Mondays and Wednesdays must be completely different in keeping with the requirement for different daily menus. **The successful bidder must be prepared to be able to deliver meals 5 days per week during the weekdays if and when the COVID-19 schedule is no longer needed.**

Please bid according to the above estimated number of meals. Include the Meal Cost Analysis Worksheet for Meals (Appendix 2) with your bid package. Please note that on occasion (e.g. inclement weather), you may be asked to provide **extra meals** on a given day to cover the next

day for which meals may not be delivered . This situation can potentially occur during the hurricane season, but may also occur during any disaster and at different times of the year.

BASIC REQUIREMENTS

All bidders must meet the following criteria for proposals to be considered under this solicitation:

- A. Meal preparation facility that meets the sanitation requirements of Local and Federal rules and regulations as well as having a health permit and all other required licenses.
- B. A Registered Dietitian to assist with preparation and review of menus and who will administer their signature of approval to the submitted menus.
- C. Capability to prepare the number of meals specified at the designated time. This includes at least 2 letters of reference indicating meal preparation experience germane to this contract.
- D. Building facilities that promote the easy transfer of meal carriers from the food preparation site to the Department of Human Services vehicle. If building facilities are not sufficient, then the bidder must demonstrate the availability of adequate equipment (e.g. sturdy dollies, lifts, etc.), that will facilitate such transfer.
- E. Food handler's cards for all individuals involved in handling/preparing food items, no matter how minimal the relative task.
- F. **Two (2) complete sample meals must be provided for a panel comprised of Meals on Wheels staff and Meals on Wheels participants for contract award decision-making purposes. The meals must be consistent with the requirements detailed in this Scope of Work**

Sanitation and Food Handling Requirements

The successful bidder shall comply with all Federal and Local laws and regulations governing the preparation, plating, handling and transporting of food. Food must be prepared, plated and handled with the least possible manual contact. Surfaces will be cleaned and sanitized to prevent cross-contamination. Dishes and utensils will be washed using water that is 171 degrees (77 degrees C) or above, or using an approved chemical sanitizing solution. All food preparation facilities, food storage and food associated areas, and equipment shall be cleaned and sanitized daily.

All equipment (i.e. the food carriers, coolers, etc.) used to transport the meals shall be provided by the Department of Human Services. It is the responsibility of the successful bidder to clean and sanitize the carriers daily or more frequently if needed. The carriers will be open to inspection by the Department of Human Services and shall be kept in good repair.

The successful bidder shall maintain a written documented formal sanitation program that meets or exceeds the minimum requirements of local and Federal agencies that are authorized to do inspections.

The successful bidder agrees to have all staff involved in a food handling capacity, no matter how small, participate in a scheduled food safety training at least once per year and when new kitchen staff is employed. The training will be scheduled by the Department of Human Service's Nutrition Program and will take place at the facility of the successful bidder, unless otherwise noted. If an approved food safety training is documented and can be verified by the successful bidder, then a modified training will be conducted.

The successful bidder shall maintain all food preparation areas over which it has control in clean and sanitary conditions. All food preparation facilities and food storage and food associated areas, including equipment utensils, ventilation equipment (including filters), door cabinets, counters, garbage receptacles, etc. shall be cleaned and sanitized daily or more frequently is necessary.

The Department of Human Services or any other authorized local or federal employee may conduct inspections to determine compliance with any required rules or regulations. Further, facilities must be available for inspections by authorized employees of the Department of Human Service, Department of Health and the federal government at least two weeks prior to the evaluation of the proposal.

The successful bidder will maintain one food sample of each meal for **72 hours** in order to expedite a food analysis in the case of a suspected food-borne illness.

Nutrition Standards: Menu Policies and Food Preparation Guidelines

Purpose

Menu standards are developed to sustain and improve client health through the provision of safe and nutritious meals using specific guidelines. These guidelines are incorporated in this request for proposal.

Each meal and all menus must be planned in consultation with a registered dietitian, utilizing guidance from the most recent Dietary Guidelines of United States of America and reflect participants' preferences. Religious, ethnic, cultural or regional dietary requirements or preferences of a major portion of the group of participants at a group dining site shall be reflected in the planned menus. Holiday and/or special event meals shall be planned at a menu review meeting preceding the holiday or special event. Food items within the meat, vegetable, fruit, and dessert groups shall be varied within the week and not repeated on the same days of consecutive weeks. A variety of food attributes and combinations shall be considered in menu planning. All regular diet menus, both daily prepared and frozen meals, are to meet the requirements in these Request for Proposals (RFP) specifications.

Submit the following menus on the forms or in the format provided (**See Table F**). All menus must contain **6-week cycles**.

- Regular Menu
- Diabetic Menu
- Low Potassium Menu

All of the above menus must be low in fat. The content should not exceed thirty (30) percent of the total calories for each meal.

All menus must be reviewed and signed by a Registered Dietitian with contact phone number provided. (See Appendix 1 “Menu Approval Sheet”)

Menu Policies

All meals served must contain the following:

- Calorie level of no less than 750 calories per meal
- A fat content of no more than 35% of calories per meal
- A sodium content of less than 1200 mg per meal
- 30 micrograms of Vitamin C per meal
- An average of 8 grams of fiber per meal over the course of the week
- An average of 300 micrograms of Vitamin A per meal over the course of the week

*Good sources of Vitamin A and C are required to be served daily. A good source of a nutrient must contain 25% or more of the RDA. Good vegetable/fruit sources of Vitamin A and C are listed in **Table A**.*

Religious, ethnic, or cultural preferences of a significant portion of the elderly population within the program should be reflected in the meals served. Where feasible and appropriate, individual dietary needs must also be met.

Therapeutic diets prescribed by a physician should be planned to provide as close to the 1/3 of the RDA as possible.

All bidders shall contract a Registered Dietitian (RD or RDN) or Licensed Dietitian (LD or LDN) who shall review menus to ensure that all standards for menus have been met. *It is the responsibility of the provider to ensure nutritional adequacy. The dietitian must have their current registration credentials with the Commission on Dietetic Registration.* The DHS Departmental Nutritionist or other designated employee must approve the successful bidder's dietitian. The DHS Departmental Nutritionist or other designated employee is responsible for monitoring, reviewing, and approving the menus used in the Nutrition Program for the Elderly.

Menu Submission Protocol:

1. Menu Cycles: Meals shall have a 6-week cycle of menus. The menus and nutritional information shall follow the format of Table F and Attachment I. Final approval of all menus rests solely with the Nutrition Program. Menus must be planned for a minimum of six weeks. No identical entrée or complete meal shall be repeated within a 2-week time period.

2. Menu Submission: Menus shall be completed and submitted four (4) weeks prior to service to the DHS Departmental Nutritionist or other designated employee.

3. Substitutions: Substitutions may be made from menus submitted to the DHS due to shortages or problems with food delivery to the kitchen or meal site. The substitutions should be as similar to the originally planned food(s) as feasible and kept to a minimum. The DHS *must be notified immediately* to evaluate and approve the substitution.

The menus must also make allowance and contain substitutes for persons who may be vegetarian, or who may not eat red meat, pork, or fish.

4. Alcohol: No alcoholic beverages can be served or used in any part of the preparation process of meals.

5. Advance Meal Preparation: All components of the meal, with the exception of bread, shall not be prepared earlier than 24 hours preceding their delivery. The frozen Home Delivered Meals may be prepared earlier than one day to ensure that the meals are solidly frozen. In all instances of advance meal preparation, proper preparation, and storage techniques such as outlined in the DHS food safety training shall be employed.

6. Low Sodium Guidelines: All meals, *including the “Regular” meals*, are to be prepared according to Low Sodium guidelines. These guidelines are as follows:

- Limit the use of highly processed foods which may include commercially prepared frozen entrees and condiments that are high in sodium
- Low sodium bases/stocks should be used when preparing gravies
- Only fresh or frozen vegetables are allowed for vegetable option of meal.
- Do not add salt when cooking rice or pasta.
- Each meal must not be prepared with more than ½ **teaspoon** of added salt.

MEAL PATTERNS

1. Regular

Food Groups

1. Meat/Meat Alternative
2. Starch (bread alternative)
3. Vegetable
4. Fruit
5. Dessert
6. Bread/Grain

Amount to Serve

- 4 oz. edible portion – no skin or bone included
½ cup
½ cup or 1 cup* (1-2 servings)
½ cup or 1 cup* (1-2 servings)
½ cup or 1 serving
1 serving

- | | |
|---------------------|--------|
| 7. Butter/Margarine | 1 tsp. |
| 8. Low Fat Milk | 1 cup |

* Vegetable and Fruit Servings should constitute ***three total servings per meal, excluding dessert.***
e.g. If ½ cup vegetable is served then 1 cup of fruit must be served for the fruit serving and vice versa.

NOTE: A food that is served within a meal may be counted within only *one* food group. For example, juice served as a fruit cannot be counted as a fruit and dessert.

2. Diabetic

The same food groups are used as for “Regular.” The only difference is that the dessert should consist of unsweetened or low sugar products. If canned fruits are used, then they should be packed in their own juice. Baked desserts should be made with a decreased amount of sugar or a sugar substitute. *One low sugar baked item for dessert is required to be served at least once per week.* The recipe and sample of the product must be provided to designated DHS staff for review and approval prior to service.

3. Low Sodium

The same food groups are used as for “Regular.”

4. Special Changes

Changes in “Regular” meals may be offered where feasible and appropriate to meet the medical needs of the client. These changes do not require a physician’s approval:

- The client may ask for a *reasonable* change in entree due to religious or personal preferences. Requests will be honored when possible, if the contractor is able and it is within nutritional guidelines.
- The client/client’s representative may request an omission from the meal being served. DHS will not force any client to receive food that is not desired.
- Changes in meal consistency.
- The provision of fresh or water packed fruit or unsweetened desserts.

Meal Pattern Food Group Specifications

1. Meat/Meat Alternative

The meal shall contain four (4) ounces cooked edible portion of meat, fish, poultry, eggs, or cheese and must provide at least a minimum of 20 grams of protein. The following meal alternates may replace one ounce of meat (poultry, beef, veal, pork, and fish):

- 1 ounce of tofu
- ¼ cup dried peas or beans, cooked to volume; or ½ cup cooked peas or beans.

Lower fat entrees are recommended, such as poultry, fish products and lean meats.

Only ground round shall be used. Lean ground chicken or turkey may be used. No regular ground beef or hamburger will be served. Ground meat of any kind can be used no more than twice per week as a main entree.

Texturized Vegetable Protein (TVP) may be incorporated in some recipes with a maximum ratio of 30% TVP to 70% meat.

When meat alternatives are planned for the entree, a source of an iron and Vitamin C rich food must be included.

If a base is used for gravy preparation, the base must be low fat and low sodium.

2. Vegetables

One to two servings of one-half cup drained weight must be served. Fresh or frozen vegetables are to be used. *The only canned vegetables that will be accepted are beets, lima beans, corn, and wax beans.*

Mashed Potatoes, if used, must be enriched with Vitamin C.

A good source of Vitamin A and C are to be served daily.

Lettuce, Tomato, or typical salads are not to be served.

Vegetable Sauces, such as tomato sauce, cannot count toward meeting the vegetable requirement.

3. Fruit

The following is considered one serving of fruit:

- ½ cup drained canned fruit
- 1 cup 100% fruit juice
- Fresh fruit serving size – see **Table B**

Canned fruit must be packed in fruit juice, water or lite syrup. *Fruits canned in heavy syrup will not be accepted.* Canned fruit must be maintained at a cool temperature.

4. Grains/Starches:

See **Table C** for serving sizes.

5. Milk

Eight (8) ounces of reduced-fat milk fortified with Vitamins A and D must be served with each meal. Milk will not be accepted at temperatures above 40 degrees. If milk is not available, the following may be used as a substitute:

- 1 cup yogurt
- 1 ½ ounces reduced fat cheddar or American cheese

6. Fat

One teaspoon of butter or margarine spread in individual serving packages must be served.

7. Desserts

One serving must be served. Desserts shall be packaged in closed containers. Perishable desserts shall be received by nutrition workers at temperatures not more than 40 degrees Fahrenheit. **See Table C** for serving sizes.

Fruit must be served as a dessert two times per week with fresh fruit served at least two times per week subject to seasonal quality. When fruits are used as a dessert, another serving of a different type of fruit must also be served to fulfill the fruit group obligation.

The remaining desserts must include a baked product twice per week for regular, low sodium and low potassium diets and once for diabetics (*See Table C*).

Gelatin is not allowed to be served as it does not travel well.

Note: Providers are encouraged to provide similar desserts for the regular and diabetic menus. For example, if pudding is on the regular diet menu, it is suggested that a no-sugar pudding be served as a substitute.

Food Purchasing Specifications

- *Canned Fruits and Vegetables* – USDA Grade A
- *Beef, Lamb, Veal* – USDA Choice or better. If ground beef is used, the percentage of fat should not exceed 20% or higher.
- *Poultry* – US Grade A or better
- *Pork* – USDA #1: Acceptable
- *Vegetables (Frozen)* – US Fancy or US Grade A
- *Milk* – pasteurized and USDA Grade A
- *Vegetables (Fresh)* – US Fancy
- *Fruit (canned and frozen)* – US Grade B or higher; light syrup or juice
- *Juice* – 100% fruit juice; unsweetened
- *Milk* – Homogenized Grade A, in individual containers
- *Fish* – all fish and seafood products shall be of comparable quality to USDA guidelines for beef and poultry. In addition:
 - **Fresh:** Received from vendor between 32-40 degrees F packed in crushed or flaked self-draining ice. Bright red, moist gills and eyes are bulging and clear. No noticeable strong fish odor.

- **Frozen:** No indication that the fish has been allowed to thaw. Frozen fish must be received solidly frozen.

The Nutrition Program reserves the right to modify the above requirements to a more stringent level, in accordance with the Policy and Procedure Manual, should items meeting the specifications not be acceptable to participants of the program. The Nutrition Program may not lessen the food quality specified above.

Food Production/Distribution

1. **Number of Meals** – Separate cost proposals and bid packages will be considered for the provision of individually packaged meals which meet specifications. The number of meals listed at the beginning of this document is an estimate based upon historical data and is subject to change. The number of meals needed daily will fluctuate based upon the needs of the clients and the number of clients that need to be served.

2. Weekly Provision of Meals

When ordered, *Congregate meals* will be provided three to five days per week, except on holidays. *Home delivered meals* will be provided seven days per week. For weekends and holidays, frozen meals will be provided on the days before the weekend or holidays. However, hot meals shall be provided on weekends and holidays for participants who cannot manage frozen meals.

3. Frozen Meals

Frozen meals must be frozen in the serving trays and delivered in a completely frozen state when accepted by Department of Human Services. If the bidder lacks the capacity to provide the number of frozen meals required for pre-holiday delivery, then the bidder must have the capacity to prepare and deliver *double* hot meals for pre-holiday delivery.

4. Labelling of Meals

All meals must include a neatly placed label on the cover to include:

- Food items
- Date
- Special meal, as needed (e.g. vegetarian, puree, chopped, low potassium)

5. Leftover Food

The procedure for disposing of leftover un-served food is as follows:

- “Cold” foods that are not out of the expiration date such as fruits, bread, milk, juice, baked goods and salads, can be re-served the next day given that they are packaged and stored according to guidelines.
- **No hot food shall be re-used UNDER ANY CIRCUMSTANCES.**

6. Meal Orders and Cancellations

The Department of Human Services reserves the right to order or cancel meals up to 5:00 pm the day before the meals are to be provided. Limited changes in the number of meals-up to ten (10) may be requested as late as 8:30 am on the day of the order.

7. Delivery Times

The number of meals ordered by the Department of Human Services must be ready for delivery no later than 9:30 am on the day of delivery. The Department of Human Services reserves the right to alter the delivery time with 24 hours' notice given to the contractor.

9. Accuracy of Meal Delivery and Payment

- The successful bidder will provide exactly the number of meals ordered.
- ***Damaged, spoiled, or incomplete meals will not be included when the number of meals provided for payment is determined.***
- A meal of which ***ANY*** portion of the meal is spoiled, damaged, or missing, is considered incomplete and ***will not be included for payment.***

The Department of Human Services reserves the right to refuse payment on any meal not supplied within 30 minutes of the specified delivery time. The Department reserves the right to obtain meals from other sources ***with the caterer responsible for any additional cost.***

10. Menu Changes, Substitutions, Shortages and Replacements

All changes to the menu (after it has been approved) and any menu substitutions should meet food specifications, be of equivalent nutritional value and must be made in consultation with a registered dietitian. Menu changes must be pre-approved by the Nutrition Program in accordance with these meal specifications.

The bidder shall notify the Nutrition Program and all meal sites as soon as possible, related to any substitutions. Contact information for the Nutrition Program will be given to the successful bidder and updates provided as needed.

The successful bidder shall maintain documentation of all menu substitutions with the reason the substitution was necessary, the replacement food and date served. Changes to the menu, during the cycle period, may be made by the successful bidder with the prior approval of the Nutrition Program. Notice of the change, with the reason, the food being removed, and food being added, must be given in advance to the Nutrition Program for approval. The changes must be of similar nutritional value and approved by a Registered Dietitian before serving. After approval, a revised master menu and the menus for posting (in 14-point font) shall be submitted to the Nutrition Program and Congregate meal sites, respectively.

The Nutrition Program shall state the process for the successful bidder to submit menu changes for approval. In the event the bidder makes additional food substitutions, unapproved menu

changes, the Nutrition Program shall not be responsible for payment for the menu items and penalties may be assessed.

Both parties shall retain records of food outages, substitutions and other delivery errors. Information will be used in the performance evaluation at quarterly review meetings. Likewise, any omitted (i.e. not delivered) or insufficient quantity menu items, shall not be honored by the Nutrition Program; the cost of said items shall be deducted from the invoice as a portion of the total menu cost.

11. Emergency Procedures

Emergency circumstances preventing the delivery of meals on the required day(s) are the responsibility of the successful bidder. In the event of unforeseen emergency circumstances, the successful bidder shall be required to immediately notify the Department of Human Services by telephone, or messenger.

Emergency situations affecting the successful bidder's ability to deliver meals will result in non-payment by the Department of Human Services for undelivered meals.

Food Production Facility

1. Facility Inspection

The Department of Human Services, the Virgin Islands Department of Health, and any other designated entity reserve the right to inspect the successful bidder's food preparation facilities at any time **without notice**.

The successful bidder must meet at least quarterly with designated Human Services staff for review and evaluation of services.

The Department of Human Services reserves the right to require the presence of the bidder or his designated representative at meetings when the Department of Human Services requests, to resolve emergencies associated with the bidder's service to the program.

2. Facility Supervisor

The successful bidder shall provide management supervision at all times at the food preparation facility during meal preparation associated with this contract. The supervisor will be responsible for assuring that all pre-requisite food safety standards are met.

3. Equipment

The Department of Human Services will provide certain equipment that is necessary to transport the meals to program clients. Such equipment includes, but is not limited to the following, meal carriers:

- Meal bags
- Coolers

The successful bidder will keep and maintain this equipment within their facility. The successful bidder also agrees to surrender all equipment purchased and owned by the Department of Human Services at the termination of the resulting contract. This equipment shall not be used for any purpose other than the delivery of meals to clients of the Nutrition Program for the Elderly.

TABLE A

Vitamin A

A good source of Vitamin A must be served daily. A **½ cup serving** of the following fruits and vegetables are good sources. Note that this list is not exhaustive:

Broccoli
Cantaloupe
Carrots
Collard Greens, Kale and other dark leafy greens
Mango
Mixed Vegetables
Okra
Peaches
Green Peas
Pumpkin
Spinach
Sweet Potato

Vitamin C

- For each meal, one good source of a Vitamin C rich food must be served.
- 100% Juices that are fortified with Vitamin C are allowed. Fruit drinks, even when fortified, are ***not allowed***. The following foods are good sources of Vitamin C per **½ cup serving**:

Cantaloupe	Broccoli
Fortified 100% Fruit Juice	Honeydew Melon
Okra	Mandarin Orange
Orange	
Papaya	Mango
Pineapple	Potato
Strawberries	Spinach
Sweet Potato	Tangerine
Turnip Greens and other dark leafy green vegetables	

Table B

Fruit Serving Sizes

Note: Hard to chew fruits or difficult to peel fruits (e.g. oranges) are not to be served

Canned, or diced fresh fruit – ½ cup

e.g.: Applesauce, fruit cocktail, sliced peaches, mandarin orange, diced fruits (e.g. pineapple)

Canned and Other:

e.g. 2 peach halves, 2 pear halves, 3 pineapple slices, 4 apricot halves, 3 prunes, 3 plums, 10-15 grapes

Fresh Fruit – medium (1 whole fruit):

e.g. Apple, Banana

Fresh Fruit – small (2 whole fruits):

e.g. Plums

Dried:

3 heaping Tbsp raisins (or 1 individual serving box)

5 halves apricots or similar fruit

3 whole prunes

Table C

Dessert Serving Sizes

To be served 2 times per weekday

Pies/Tarts (Not allowed for Diabetic Meals)

One serving = 1/16 of 8” pie

Cakes:

One serving = one 2” square piece

(**Note:** Chocolate , coconut and carrot cake not allowed)

Cookies:

One serving = 2 small 2” diameter cookies (**Note:** Diabetics are allowed one cookie)

Table D
Pureed Diet

Food Group	Preparation	Avoid
<i>Meat</i>	Meat, fish, (without bones), poultry (without skin or bone).	All others
<i>Starch/Bread Alternative</i>	Mashed root vegetable. Cornmeal cooked to a soft consistency. Rice or pasta.	All others
<i>Vegetable</i>	Cooked vegetables <i>without</i> seeds.	All others
<i>Fruit</i>	<i>Peeled and seedless</i> fresh fruit. Mashed canned fruit.	All others
<i>Bread</i>	<i>Bread only allowed if indicated by Human Services.</i>	Any with seeds or nuts
<i>Dessert</i>	Baked custard, puddings, applesauce, <i>plain or sponge cake allowed if indicated by Human Services</i>	Any with seeds or nuts

TABLE E
Mechanical Soft (“Chopped”) Diet

Food Group	Preparation	Avoid
Meat	Ground or finely chopped meat, including pork. Poultry or fish without bones. Tofu	All others
Starch or Bread Alternative	Mashed or creamed potatoes, soft fungi, macaroni and other pasta/noodles, rice, mashed provisions.	All others
Vegetable	Cooked soft vegetables without seeds.	All others
Fruit	Canned or cooked chopped fruit without seeds and skin.	All others
Bread	Soft breads, muffins and plain crackers.	Any with seeds or nuts
Dessert	Custards, puddings, cake, soft cookies without nuts or seeds.	Any with seeds or nuts

Low Potassium Diet Guidelines

- 1) Drain all juice from canned fruits
 - 2) Only 1 TABLESPOON of any type of gravy or sauce is allowed per meal
 - 3) **None of these foods are allowed:**
 - Potatoes and all other provisions (e.g. green banana)
 - Red Beans
 - Cantaloupe
 - Honeydew
 - Carambola (star fruit)
 - Broccoli
 - Bananas (ripe or green banana)
 - Orange Juice
 - Tomato (including sauces)
 - Prunes
 - Spinach (or any other dark, leafy green vegetable)
 - Apricots
- When potatoes are on the menu, substitute with rice or pasta.
 - When fruits on the not allowed list are on the menu, substitute with any other type of canned or fresh fruit or applesauce.

Table F
NUTRITION PROGRAM FOR THE ELDERLY
Regular Menu Plan

Provider:

CYCLE #1 WEEK #

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MEAT or MEAT ALTERNATIVE 4oz. edible portion							
STARCH/ BREAD ALT. ½ cup							
VEGETABLE ½-1 cup							
FRUIT/VEG. ½-1 cup							
BREAD							
MARGARINE 1 tsp.							
DESSERT							
MILK							
SUBSTITUTION							

NUTRITION PROGRAM FOR THE ELDERLY

Diabetic Menu Plan

Provider:

CYCLE #1 WEEK #

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MEAT or MEAT ALTERNATIVE 4oz.							
STARCH/ BREAD ALT. ½ cup							
VEGETABLE ½-1 cup							
FRUIT/VEG. ½-1 cup							
BREAD							
MARGARINE 1 tsp.							
DESSERT							
MILK							
SUBSTITUTION							

NUTRITION PROGRAM FOR THE ELDERLY

Low Potassium Menu Plan

Provider:

CYCLE #1 WEEK #

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MEAT or MEAT ALTERNATIVE 4oz.							
STARCH/ BREAD ALT. ½ cup							
VEGETABLE ½-1 cup							
FRUIT/VEG. ½-1 cup							
BREAD							
MARGARINE 1 tsp.							
DESSERT							
MILK							
SUBSTITUTION							

Prepared By: _____

Provider's Dietitian

Approved By: _____

DHS Asst. Dept. Nutritionist

NUTRITION PROGRAM FOR THE ELDERLY

Vegetarian Menu Plan

Provider:

CYCLE #1 WEEK #

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MEAT or MEAT ALTERNATIVE 4oz.							
STARCH/ BREAD ALT. ½ cup							
VEGETABLE ½-1 cup							
FRUIT/VEG. ½-1 cup							
BREAD							
MARGARINE 1 tsp.							
DESSERT							
MILK							
SUBSTITUTION							

APPENDIX I

Menu Approval Sheet

MEAL PATTERN FOR THE MEALS ON WHEELS PROGRAM

FOOD GROUP	Compliance Values Averaged over 1 week	Approved (Dietitian's Initials)
Calories (Kcal)	more than 750	
Protein	20-30 grams	
Fat	Less than 35% per meal	
Fiber	More than 8 g per meal	
Vitamin A	300 micrograms	
Vitamin C	30 micrograms	
Calcium	40 mg	
Sodium	Less than 1200 mg	
Potassium	1500	

I certify that, to the best of my knowledge, that each meal in the attached menus provides the above-mentioned requirements as detailed by the National Academy of Sciences and conforms to the Dietary Guidelines for Americans.

Dietitian Signature: _____ Date: _____

CDR (RD) # _____ Expiration Date _____

APPENDIX II
(ATTACH WITH BID PACKAGE)

Meal Cost Analysis Worksheet for Hot and Frozen Meals

On this worksheet, provide the cost breakdown of the all components listed for ONE meal. **Please make note of the food purchasing specifications on Page 8 when determining food costs.**

Meal Cost Component	Dollar (\$) value
1. Raw Food Cost	
2. Disposable Meal Supplies (serving trays, plastic ware, etc.)	
3. Labor	
4. Administrative Cost	
5. Utilities (e.g. electricity)	
TOTAL (\$)	